



**EXECUTIVE CHAMBERS  
HONOLULU**

**BENJAMIN J. CAYETANO  
GOVERNOR**

**December 6, 2000**

**Memo No. 00-08**

**EXECUTIVE MEMORANDUM**

**TO: All Department Directors and Agency Heads**

**SUBJECT: Legislation- Revised Guidelines and Procedures**

Enclosed are the revised legislative guidelines and procedures in preparation of the Twenty-First Legislature, Regular Session of 2001. It incorporates the changes, which have occurred to facilitate legislative coordination; the attached timetable is being distributed for your agency's appropriate attention.

The Legislative Timetable is a guide for operational purposes. We need to remain flexible as the legislative agenda develops; however, your adherence to submission deadlines is important. The process that follows has been developed to provide each agency with a timetable to properly coordinate bills and resolutions.

As we work with our Legislature, I trust that you will continue to strive aggressively and effectively to ensure a successful legislative session. I applaud your past efforts in past sessions, and extend my appreciation for your diligence and commitment towards completing the vision for our State.

Sam Callejo will continue to oversee the legislative program and I have assigned David J. Rodriguez to facilitate and manage all legislative coordination efforts. As a reminder, should you have any concerns regarding legislative matters, please do not hesitate to reach them. If you have any questions regarding the revised legislative guidelines and procedures you may reach David J. Rodriguez at 586-0001.

**BENJAMIN J. CAYETANO**

**Attachment**

**Executive Branch  
State of Hawaii**

**Legislative Guidelines**

**Twenty-First State Legislature  
Regular Session of 2001**

**REVISED:** December 5, 2000

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## **I. INTRODUCTION**

### **A. Guideline Format**

- |              |   |
|--------------|---|
| Section I.   | Introduction<br>General Outline   |
| Section II.  | Policies and Guidelines<br>Policies and guidelines of the legislative program                             |
| Section III. | Requirements and Procedures<br>Requirements and procedures for the preparation of the legislative package |
| Section IV.  | Timetable and Distribution Schedule<br>Timetable for administrative review and deadlines                  |
| Section V.   | Exhibits  |

### **B. Purpose**

The purpose of these guidelines is to detail the policies and procedures that will govern the Administration's Legislative Program. The cooperation of every agency is needed to assure that the Governor is able to identify which measures should become part of the Administration's package and that these proposals be submitted to the Legislature in a timely manner in accordance with the requirements established by the two houses.

It is of high importance to follow these guidelines in order to achieve and maintain proper communication between offices.

### **C. Definitions**

The following terms will be used frequently for the purposes of these terms:

"Agency" refers to any department, agency, office, board, commission, or other entity whose legislative proposals may be included in the Administration's package.

"Legislative package" refers to the summary sheet, drafts of an agency's complete set of legislative measures, and justification sheets for each measure.

"Legislative proposal" refers to a proposed bill or resolution.

## **II. POLICIES AND GUIDELINES**

### **A. Legislative Coordinators.**

1. Each agency will designate a deputy director or an officer and an alternate top-level officer or representative to serve as its legislative coordinator. Each director or agency head shall send a memo via e-mail to the Governor's Office (**Genaro\_Q\_Bimbo@exec.state.hi.us** - Attn.: David J. Rodriguez) stating the name, title, office phone, fax, e-mail address, pager, and cellular number of the legislative coordinator by **Monday, September 11, 2000**.
2. Each legislative coordinator must examine all bills to determine which ones affect the coordinator's agency. The coordinator will then be responsible for carefully examining and tracking these bills.
3. Legislative coordinators are expected to attend weekly meetings during the legislative session. (Deputy directors of a department or an officer of an office, board, commission, or other entity are highly encouraged to attend these weekly meetings).
4. Any questions regarding the guidelines or procedures should be referred to David J. Rodriguez at 586-0001. (You must bring to his attention any information that is unclear to you in regards to the guidelines or procedures).

### **B. Preparing the Legislative Package.**

#### **1. Legislative Proposals Deadline.**

All agencies must have the first draft of their legislative proposals and justification sheets submitted by **Friday, September 29, 2000**. If pressing circumstances require the submittal of additional proposals after this deadline, please inform David J. Rodriguez via e-mail.

#### **2. Prior Consultation with Other Agencies.**

All state or county agencies that may be affected by a proposed measure **MUST** be informed prior to submission of the first draft of the proposal.

#### **3. Short Form Bills.**

No short form bills will be accepted unless written permission has been previously obtained from Sam Callejo or David J. Rodriguez.

#### **4. Appropriation Bills.**

Legislative proposals for appropriations that do not contain statutory amendments shall not be submitted unless it requires doing so. If an agency wants to submit an appropriation as a separate measure from the budget, an exemption in writing must be obtained from Sam Callejo.

**5. Emergency General Fund Appropriations Requirements.**

Emergency general fund appropriation proposals must include the following in the body of the bill:

*"SECTION 1. This Act is recommended by the governor for immediate passage in accordance with Section 9 of Article VII of the Constitution of the State of Hawaii."*

*"SECTION 2. In accordance with Sections 37-92(h) and 37-92(h) of the Hawaii Revised Statutes, the governor has determined that the appropriations contained in this Act will cause the general fund appropriation ceiling of the executive branch to be exceeded in fiscal year 2000-2001 by \$ (amount of this bill's general fund appropriation) or (leave blank space) percent. The reason for exceeding the executive general fund appropriation ceiling is to ensure that the public interest is served, and to meet the needs provided for by this Act."*

*"SECTION 3. (Continue original text of bill from section...)"*

**NOTE:** Appropriate commentary should also be included in the proposal's justification sheet.

**6. Bill Titles.**

Each bill should have a specific title that expresses a single subject, which covers all parts of the bill. **Very important:** Departments shall consolidate related topics under one bill.

**7. Office, Board, and Commission Measures.**

Offices, boards, and commissions shall submit their legislative proposals through the director of the department to which they are attached. The director may include these proposals in the department's legislative package. The director will be responsible for these proposals throughout the legislative process.

**8. Additions to the Legislative Package.**

No addition to the legislative package will be permitted after **Friday, December 8, 2000** unless approval is obtained from Sam Callejo or the Governor makes a specific request.

**9. Resolutions.**

Resolutions will be introduced in both houses of the Legislature as concurrent resolutions and should be so entitled.

**10. Reviews by the Governor.**

Meetings will be held with the directors of each department after **Friday, December 15, 2000**. Directors will be notified directly of the exact times.

**11. Final Legislative Package Deadline.**

All approved proposals and justification sheets must be submitted in **FINAL** form with a summary sheet on **Tuesday, January 9, 2001**.

**12. Transmittal to the Legislature.**

The legislative proposals and justification sheets will be transmitted by the Governor's Office to both houses of the Legislature. The date will be set by the Legislative Calendar, usually two days after the State of the State Address. When the Administration's bills have been formally submitted to the Legislature, David J. Rodriguez will notify each department to inform bill numbers of their package via e-mail. You must let him know as soon as possible if you encounter any discrepancies.

**C. Testifying and Tracking Bills.**

**1. Copies of Testimony.**

At least one day prior to testifying, an agency **MUST** e-mail a copy of its testimony to **David\_J\_Rodriguez@exec.state.hi.us** and hand deliver an original copy of its testimony to the State Capitol, Governor's Office, Room #415 and one copy to the Department of Budget and Finance.

**2. Lead Agencies.**

Every effort should be made to coordinate testimony with related agencies in order to avoid testimony that conflicts. **No written testimony** on administration bills should be prepared without consulting the lead agency. Other bills may also have a designated lead agency, which should always be consulted before testifying.

**3. Testifying.**

It is very important that, whenever possible, department **Directors** testify before Senate and House committees. Testimony should be clearly in support of or opposition to the bill(s) in question. When testifying on bills appropriating money beyond what the budget provides, standard language should be utilized by all departments (see Exhibit E).

**4. Tracking Bills.**

The legislative coordinator is responsible for tracking their respective administration bills. The coordinator is also responsible for identifying and tracking other bills that are of importance to their department. Weekly status reports shall be submitted to the Governor's Office via David's e-mail (**David\_J\_Rodriguez@exec.state.hi.us**). It is also the legislative coordinator's responsibility to identify any problems during the weekly legislative coordination meeting.



#### **D. Review of Passed Legislation.**

##### **1. Comments and Recommendations.**

Each agency will be requested to submit comments and recommendations on bills passed which affect its department or office. All comments and recommendations, except for those from the Attorney General and Budget and Finance, should follow the standard format (see **Exhibit H**). Please transmit comments and recommendations to the Governor's Office (**original**), Room 415 and to Budget and Finance (**one copy**).

- a. To obtain information on individuals and/or organizations that supported or were against bills, please refer to the Senate and House standing committee reports and the hearing folders. If the bill went through numerous drafts, indicate the positions on the final draft.
- b. Final floor votes can be obtained from the Legislature's website or the Legislative Reference Bureau's Information Office. List the names of legislators that voted "No" on the FINAL draft.

**NOTE:** If your agency has an interest in a bill but is not requested to submit comments, notify David J. Rodriguez via e-mail immediately and submit your comments and recommendations as soon as possible.

##### **2. Bills Presented to the Governor Ten (10) or More Days Prior to Adjournment Sine Die.**

A Referral Sheet requesting comments will be sent via fax to each agency Affected by the bill. The deadline for comments and recommendations is five days. This deadline date is indicated on the Referral Sheet sent by the Governor's Office. **This deadline must be strictly observed.**

Because the Governor only has ten days to consider passed bills that have been presented to the Governor ten or more days before the adjournment of a legislative session, the suspense date **MUST BE MET.**

##### **3. Bills Presented to the Governor Less than Ten (10) Days Before Adjournment Sine Die.**

A Referral Sheet requesting comments will be sent to each agency affected by the bill. The deadline for comments and recommendations is five days, except for AG and B & F, which might take longer due to high volume of bills they have to review. **This deadline must be strictly observed.**

One day after adjournment each legislative coordinator must submit a list of bills that affect the coordinator's department. This list will be considered by the Governor's Office when requesting comments and recommendations.

#### **4. Veto Reviews/Meetings.**

- a. Departments, except AG and B & F, that submits comments and recommendations of approval with concern or veto must immediately e-mail it to Sam Callejo ([Sam\\_A\\_Callejo@exec.state.hi.us](mailto:Sam_A_Callejo@exec.state.hi.us)) and deliver the original document to David J. Rodriguez, Office of the Governor, Room No. 415.
- b. Departments that submitted favorable comments on a bill, which the Governor identifies as a possible veto, will be notified. These meetings will include veto and/or approval with concern(s) recommendations on passed bills submitted by Directors. Directors will be notified directly through e-mail.

#### **5. Reports, Resolutions Adopted, and Requests Made by Budget Provisos or Other Acts.**

- a. Each Agency will submit a list of comments and recommendations on resolutions adopted that directly affect or interest the department and on requests made by budget provisos or other acts (see Exhibits I-1 and I-2).
- b. Reports are to be prepared for Concurrent Resolutions only. If a department wishes to respond to a single House or Senate resolution, the director must submit a request in writing by fax to the Governor for approval and notify David J. Rodriguez by e-mail.
- c. Reports requested by concurrent resolutions, budget provisos, or other acts are to be submitted and distributed in accordance with Section IV-C: Reports to the Legislature.

#### **6. Responding to Other Legislative Requests.**

Legislative requests that are sent to all departments or require substantial amounts of work should be referred to David J. Rodriguez for review and coordination.

The director or agency head should handle all ordinary requests. Requests that are sensitive should be discussed with David J. Rodriguez for possible discussion and review with the Governor.

A copy of all correspondence prepared for the Legislature must be sent to the Governor's Office and Budget and Finance.

## **7. Changes to the General or Supplemental Appropriation Bills.**

Amendments to the Executive Budget Request must be coordinated directly with the Department of Budget and Finance. The Director of Finance will make recommendations to the Governor. Budget and Finance will send copies of the responses to the Legislature on budget matters to the Governor's office.

### **III. REQUIREMENTS AND PROCEDURES**

#### **A. Legislative Proposals.**

1. All measures are to be drafted in Ramseyer format in accordance with the requirements of the *Legislative Drafting Manual*, Ninth Edition, 1996, published by the Legislative Reference Bureau (see **Exhibit A**) and **should be prepared using the templates and instructions provided on the diskette given to you by the House/Senate Clerk.**
2. An identification code for each proposed bill must be indicated at **the lower right corner of each page** of the proposed bill. Use a letter code to identify the agency and a number code to identify the number of the proposal (see **Exhibit J** – e.g. BED-10 (01)).
3. Revised bills that supersede earlier proposed bills are to be identified by the label “**REVISED**” and the date of the revision in **the upper left hand corner of the first page** of the revised proposal (see **Exhibit A**).

#### **B. Justification Sheets (NOTE: Please put it in front of the bill).**

For making emergency general fund appropriation proposals, appropriate commentary should also be included in the proposal's justification sheet.

The justification sheet will list the submitting agency, the date submitted, and the title of the proposed bill or resolution (see **Exhibit B**). In addition, it must contain statements on the following:

- a. The purpose of the proposal.
- b. The means of carrying out the proposal.
- c. Justification for the proposal. As part of the justification narrative, short descriptions explaining the impact of this proposal on the public and this departments/other department shall be included (see **Exhibit B**). Justification sheets that are revised must be labeled “**REVISED**” with the date of the revision at the upper left corner of each front page (see **Exhibit B**).

- d. Estimate of the required funds, including the initial and subsequent annual operating costs and the means of financing. If federal funds are involved, the amounts and methods of acquiring these funds must be indicated.
- e. The PPBS program designation. The program designation should reflect the lowest level program affected by the proposal. If more than one program is involved, the primary program is to be identified first.
- f. Other governmental agencies affected by the proposed legislation. These must have been consulted prior to **Friday, September 29, 2000**.
- g. Effective date. Insert effective date of legislative proposal here, including explanations when appropriate.
- h. Identification number at the lower right corner (see **Exhibit B** – e.g. BED-10 (01)).

#### **C. Summary Sheets.**

The summary sheet will list each legislative proposal being submitted by the agency, including resolutions. Summary sheets that are revised must be labeled “**REVISED**” with the revision date on the upper right corner of each page (see **Exhibit C**).

### **IV. DISTRIBUTION SCHEDULE AND TIMETABLE**

#### **A. Legislative Package.**

- 1. **September 11, 2000, Monday:** Memo appointing Legislative Coordinators due (see **Exhibit G**).
- 2. **September 15, 2000, Friday:** List of Annual Reports due (see **Exhibit I-3**).
- 3. **September 29, 2000, Friday:** **LEGISLATIVE PACKAGE DUE** (First drafts of proposals, justification sheets, and summary sheet). Submit a package to the following:

Governor’s Office (Attn: David Rodriguez) – 1 original & 1 copy (unstapled)  
 Attorney General (Attn: Maurice Kato) – 2 copies  
 Budget and Finance (Attn: Stan Shiraki) – 1 copy

- 4. **November 3, 2000, Friday:** Attorney General completes legal and format review and returns bill proposals to departments for revision.
- 5. **November 17, 2000, Friday:** **REVISED LEGISLATIVE PACKAGE DUE.**

All legislative proposals, any justification sheets, and the summary sheet shall be distributed to:

Governor's Office (Attn: David Rodriguez) – 1 original & 1 copy (unstapled)  
Attorney General (Attn: Maurice Kato) – 2 copies  
Budget and Finance (Attn: Stan Shiraki) – 1 copy

6. **December 8, 2000, Friday:** Budget and Finance sends original comments on legislative proposals to Attorney General (Attn: Maurice Kato) for review and then Attorney General sends the original comments to Governor's Office (Attn: David J. Rodriguez).
7. **Before December 22, 2000, Friday:** Annual Reports and Transmittal Letters due to Governor's Office (Attn: David J. Rodriguez).

All Departments send reports requested by concurrent resolutions, budget provisos, and other acts and transmittal letters to House and Senate to Governor's Office (Attn: David J. Rodriguez).

8. **December 18, 2000 through January 3, 2001 – Governor's Review:**

Agencies will be notified of the Governor's decision, which might include requests for revisions or even new legislative proposals.

9. **January 9, 2001, Tuesday: FINAL LEGISLATIVE PACKAGE DUE.**

The agency's bills and justification sheets must be in final form. **Two** of the **seven** copies are to be marked "**FINAL**" in the upper left corner of the first page of the bill and justification sheet. The procedures are as follows:

1. All measures should be prepared using MS-WORD using the templates and instructions provided on the diskette.
2. Create only one diskette for both the Senate and House versions of a bill. Do not prepare separate House and Senate versions of a bill. (The chief clerks of both houses will hand write the SB or HB on the header of the bill). For resolutions, separate House and Senate versions should be prepared and submitted.
3. Include the agency code letters in the footer of the document for reference. The document name and footer should be identical. A uniform naming convention for all documents within the package is helpful.  
Example:     AGR-01 (01)   or   LTG-04/SWAT-DOH (01)
4. Diskette(s) should be PC format and should be clearly marked to identify the name of the package and the documents included. Don't forget to include the name and telephone number of a contact person.

5. All documents for the executive package should be prepared on computers that are loaded with a current version of an anti-virus software.
6. Do not include any previous drafts, justification sheets, or other documents on the diskette. There should be a one-to-one match between the hard and electronic copies submitted.
7. Remove any internal notations from the FINAL hard and electronic documents (i.e., "Draft", "November 30, 2000", "Revised Date", etc.)
8. The electronic copy MUST be submitted together with the hard copies and summary sheets of all the bills. Do not staple original hard copy. Please see total and distribution below.

	DISK	HARD COPY
House		2
Senate		2
Legislative Reference Bureau	1	1
Governor's Office (Room 415)		2 (w/ marked FINAL)
<b>TOTAL</b>	<b>1</b>	<b>7</b>

Please send your FINAL PACKAGE to the Governor's Office, State Capitol, Room 415 (Attn: David J. Rodriguez) with all copies of the summary sheet marked "FINAL". We ask that you assist us with these goals in developing and introducing Governor package. If for any reason your department is simply unable to prepare a document using the required specifications, please identify what type of word processing software was used to prepare that specific document.

In addition, we still need five sets (unstapled) of justification sheet. Please mark "FINAL" in the upper left corner of the first page of each justification sheet. This is also due on the day you submit your FINAL PACKAGE.

#### 9. After Notification of Submittal:

When the Administration's bills have been formally submitted to the Legislature, David J. Rodriguez will notify each department to inform bill numbers of their package via e-mail. You must let him know as soon as possible if you encounter any discrepancies.

#### B. Resolutions.

Resolutions will follow the same preparation procedures as bills, including justification sheets and agency summary sheet. Use the same agency code and add an "R" (e.g. BUF-R1 (01) -- see Exhibits D-1, D-2, D-3, D-4). Resolutions also follow the same timetable as bill proposals.

**C. Reports to the Legislature.**

1. **Annual Reports.** Each agency will transmit a list of all annual reports (see Exhibit I-3) required by the Legislature to the Governor's Office, State Capitol, Room 415 by Friday, September 15, 2000.
2. **Reports requested by concurrent resolutions, budget provisos, and other acts.** Reports shall be submitted by Monday, December 18, 2000.
3. **Processing of All Reports.** Send one copy of the report with original transmittal letters addressed to the Senate and House to the Governor's Office with cover memo (see Exhibits L-1 and L-2) for the Governor's signature (see Exhibits F-1 to F-4). Each report shall be submitted separately. Date on the transmittal letters to the Speaker and President shall be 7 days in advance, not including weekends. A copy of the report will be retained by the Governor's Office.
4. **Office, Board, and Commission Reports.** Offices, boards, and commissions shall submit their legislative reports through the director of the department to which they are attached. The director will be responsible for these reports.
5. **Distribution.** After approval of the report by the Governor, the signed transmittal letters will be returned to you. Then, the reports are to be distributed as follows:
  1. Senate President's Office with original transmittal letter – 30 copies
  2. House Speaker's Office with original transmittal letter – 60 copies
  3. Governor's Office (Attn: Research) – 1 copy
  4. Lt. Governor's Office – 1 copy
  5. Legislative Reference Bureau (Attn: Frances Enos) – 1 copy
  6. Legislative Auditor – 2 copies
  7. Budget and Finance – 1 copy

**D. Comments and Recommendations on Resolutions Adopted and Requests Made by Budget Provisos and Other Acts.**

21<sup>st</sup> Legislature – Regular Session of 2001: Each legislative coordinator is requested to submit a list of comments and recommendations on resolutions adopted, budget provisos, and other acts that affect the coordinator's agency (see Exhibits I-1 and I-2). This form is due on July 6, 2001, Friday. If a resolution requires action prior to July 6, comments should be submitted to the Governor's Office at least one week prior to the stated deadline.

**E. DATE DUE: TIMETABLE AND DISTRIBUTION SCHEDULE  
REPORT/LEGISLATIVE PACKAGE**

DATE DUE	DESCRIPTION	SEND TO:	TOTAL COPIES	SPECIAL INSTRUCTION
9/11/00	Letter appointing Legislative Coordinator.	GOV/David J. Rodriguez BUF/Stam Shiraki ATG/Maurice Kato	1 1 1	Include name, title, office phone, fax, e-mail address, pager, & cellular number. (See Exhibit G)
9/15/00	List of Annual Reports.	GOV/David J. Rodriguez	1	(See Exhibit I-3)
9/29/00	1. First draft of proposed bills and resolutions. 2. Justification sheets and summary sheets.	GOV/David J. Rodriguez  ATG/Maurice Kato BUF/Stam Shiraki	Original + 1 (Unstapled) 2      1	All short form bills must have Sam Callejo's prior approval.
11/3/00	Attorney General completes legal and format review of proposed resolutions and bills and return to agencies for revision.	All Agencies		
11/17/00 Revised Legislative Package Due	1. Current versions of all bills. 2. Current versions of all concurrent resolutions. 3. Revised justification sheets and summary sheets.	GOV/David J. Rodriguez  ATG/Maurice Kato BUF/Stam Shiraki	Original + 1 (Unstapled) 2      1	Please do not staple. You may use paper clips.
12/8/00	BUF comments on legislative proposals.	ATG/Maurice Kato GOV/David J. Rodriguez	1	BUF sends original comments to ATG for review, then ATG sends original comments to GOV.
Before 12/22/00	1. Reports requested by concurrent resolutions, budget provisos and other acts. 2. Transmittal letters addressed to the House and Senate for above reports.	House Speaker Senate President	60 30	Your adherence to submission deadlines is important.
Before 12/22/00	Annual Reports and Transmittal Letters.	GOV/David J. Rodriguez		(See Exhibits L-1 & L-2) (See Exhibits F-1 to F-4)
After GOV signs transmittal letters	Annual Reports and Transmittal Letters.  Annual Reports and blind copies of Transmittal Letters.	House Speaker Senate President  GOV/Attn.: Research LRB/Francis Enos Lt. Governor Legislative Auditor BUF	60 30  1 1 1 2 1	Please see Exhibits L-1, L-2, F-1 to F-4.



12/15/00 through 12/22/00	Governor's review with Directors. (Please send 5 copies of the Legislative Proposals the day before the scheduled review date).	GOV/David J. Rodriguez	5	Agencies will be notified of the GOV's decision, which might include requests for revisions or even new legislative proposals.
1/9/01	Final Legislative Package Due. Seven (7) copies of the agency's bills and justification sheets in final form.	GOV/David J. Rodriguez	7	<b>Please see Page 9 and 10 for proper preparation.</b>
1/9/01	3 1/2" diskette of proposals in final form with 1 hard copy of each bill. On the diskette, indicate the document names, the format used, and the name and telephone number of a contact person.	Governor's Legislative Office (Attn: Genaro Q. Bimbo, Room 415, State Capitol)	1	Use Microsoft Word or compatible software. Name the documents using the agency code and number. (e.g. BED-9 (01))
One day before hearing	Testimony.	BUF/Stam Shiraki GOV/David J. Rodriguez	1 1	An agency must hand deliver or fax one copy of its testimony at least one day before hearing date.
2001  After bill passes the legislature	Comments and recommendations on passed bills. Five (5) or Twelve (12) day deadline.	BUF/Stam Shiraki  GOV/David J. Rodriguez  GOV/Sam Callejo (Concern, Disapproval, or Veto only)	1  Original  1 Fax Copy	All departments, except AG and B & F, who have been sent a referral sheet, whether you have no comment or no position to the bill must submit comments and recommendations and must adhere to the 5 or 12 day deadline, which will be indicated on the referral sheet.
Before VETO deadline	Veto meetings with Directors to discuss possible vetoes.	GOV/David J. Rodriguez	5	Please send 5 copies of the bill(s) the day before the scheduled meeting.
7/6/01	Comments and recommendations on resolutions and requests made in budget provisos and other acts.	GOV/David J. Rodriguez  BUF/Stam Shiraki	1  1	Notify the Governor's Office immediately (David J. Rodriguez) 586-0001 if unable to make the deadline.

REVISED: December 1, 2000  
DATE: November 20, 2000

# EXHIBIT A

## \_\_\_\_.B. NO.\_\_\_\_

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# A BILL FOR AN ACT

RELATING TO ORGANIZED CRIME.

### BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF HAWAII:

1       SECTION 1.   Section 842-3, Hawaii Revised Statutes, is  
2   amended to read as follows:

3       "~~§842-3 Penalty, forfeiture of property.~~   Any person who  
4   violates this chapter shall be guilty of a class B felony and  
5   shall be fined not more than \$10,000, [or] and sentenced to an  
6   indeterminate term of imprisonment of ten years without  
7   possibility of suspension of sentence or probation, and shall  
8   forfeit to the State any interest or property acquired or  
9   maintained in violation of this chapter as provided in chapter  
10   712A."

11       SECTION 2.   Section 842-11, Hawaii Revised Statutes, is  
12   amended to read as follows:

13       "~~§842-11   Failure to report income; penalty.~~   Any law to  
14   the contrary notwithstanding, no person shall [willfully]  
15   willfully fail to report income derived, directly or indirectly,  
16   from a racketeering activity or through collection of an unlawful  
17   debt, or to pay the taxes due thereon as provided by [chapters]

\_\_\_\_.B. NO. \_\_\_\_\_

1 chapter 235 or 237. Whoever violates this section is guilty of  
2 a class B felony and shall be fined not more than \$10,000 [or]  
3 and imprisoned not more than ten years, [or both,] in addition  
4 to any assessment and collection of taxes, penalties, and  
5 interest to which the State may be entitled under chapters 235  
6 and 237."

7 SECTION 3. Statutory material to be repealed is bracketed  
8 and stricken. New statutory material is underscored.

9 SECTION 4. This Act shall take effect upon its approval.

10

11

12

INTRODUCED BY: \_\_\_\_\_

13

# EXHIBIT B

REVISED: December 1, 2000

## JUSTIFICATION SHEET

DATE: November 20, 2000

DEPARTMENT: Attorney General

TITLE: A BILL FOR AN ACT RELATING TO ORGANIZED CRIME.

PURPOSE: To clarify that when a person fails to report income derived from a racketeering activity, or fails to pay the taxes due thereon, the person commits a class B felony, punishable by a mandatory fine and imprisonment.

MEANS: Amend sections 842-3 and 842-11, Hawaii Revised Statutes.

JUSTIFICATION: The present elements of the offense in section 842-11 (a felony offense) overlap with the elements of the offense in chapter 235 (a misdemeanor) relating to failure to report income or nonpayment of taxes. The overlap creates a conflict based on the Hawaii Supreme Court's ruling in State v. Modica, 58 Haw. 249 (1977). Modica held that an act which constitutes a felony under one statutory provision and a misdemeanor under another statutory provision cannot be prosecuted under the greater offense, based on constitutional principles of due process and equal protection. This conclusion is true only where the elements of the two statutory provisions are the same. Accordingly, the amendment adds an additional element to the felony offense in section 842-11, so that it applies only where the income is derived from racketeering activity.

In addition, this bill establishes that the mandatory penalty for racketeering offenses requires the imposition of a fine and imprisonment, in accordance with the intent of the legislature when section 842-3 was amended in 1987. In 1987, Act 140 amended section 842-3 to provide that the imposition of a fine should be in addition to the term of imprisonment, thus making the offense non-probationable. However, when section 842-3 was further amended by Act 27, Session Laws of

Hawaii 1990, the "and" was inadvertently changed to "or". This bill would correct this error.

Impact on the public: Eliminating the conflict in the penalty provisions will permit felony prosecutions where the State establishes that the offense involves racketeering activity. The amendment will aid in enforcement and will enhance the deterrent effect of the racketeering laws.

Impact on the department and other agencies: This bill should not affect criminal justice agencies, other than eliminating the possibility that they would have to debate the interpretation of the penalty provisions of the racketeering law.

GENERAL FUND: None.

OTHER FUNDS: None.

PPBS PROGRAM  
DESTINATION: None.

OTHER AFFECTED  
AGENCIES: Judiciary, County Prosecutors, and Office of the Public Defender.

EFFECTIVE DATE: Effective Upon Approval.

# EXHIBIT C

REVISED: November 30, 2000

LEGISLATIVE PROPOSALS AND RESOLUTIONS SUMMARY SHEET  
21<sup>st</sup> Legislature, Regular Session of 2001

Department: DEPARTMENT LAND AND NATURAL RESOURCES

Date: October 3, 2000

CODE/RESOLUTION NO.	TITLE
LNR-01(01)	RELATING TO LAND COURT
LNR-02(01)	RELATING TO RECORDATION
LNR-03(01)	RELATING TO THE BOATING SPECIAL FUND
LNR-R1(01)	CONCURRENT RESOLUTION CALLING FOR A TASK FORCE AND REQUESTING A STUDY TO REVIEW THE FISCAL NEEDS OF THE STATE HIGHWAY FUND AND REPORT ON DEVELOPING A REVENUE PLAN FOR THE HIGHWAYS DIVISION

REVISED: December 1, 2000  
DATE: November 20, 2000

# EXHIBIT D-1

H.C.R. NO. \_\_\_\_\_

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## HOUSE CONCURRENT RESOLUTION

---

CALLING FOR A TASK FORCE AND REQUESTING A STUDY TO REVIEW THE  
FISCAL NEEDS OF THE STATE HIGHWAY FUND AND REPORT ON  
DEVELOPING A REVENUE PLAN FOR THE HIGHWAYS DIVISION.

1 WHEREAS, the Highways Division of the Department of  
2 Transportation, Highways Division will have transferred  
3 approximately \$99,000,000 from the State Highway Fund to the  
4 General Fund from fiscal year 1995-1996 to fiscal year 1998-  
5 1999; and

6  
7 WHEREAS, the Highways Division has lengthened it's ten-year  
8 cycle road maintenance resurfacing program to a thirteen-year  
9 cycle program due to reductions in the maintenance program  
10 budget; and

11  
12 WHEREAS, state roads will continue to deteriorate and the  
13 costs to maintain state roads will increase due to the  
14 lengthening of the maintenance cycle; and

15  
16 WHEREAS, Hawaii's bridges are the second worst in the  
17 nation with fifty-one per cent of the bridges in the State of  
18 Hawaii in need of repair or replacement because they are either  
19 structurally deficient or functionally obsolete; and

20  
21 WHEREAS, with the federal Intermodal Surface Transportation  
22 Efficiency Act (ISTEA) and the new Transportation Efficiency Act  
23 (TEA 21) programs, there are more agencies competing for limited  
24 federal funds and the Highways Division is getting a smaller  
25 percentage of federal dollars than in previous years; and

26  
27 WHEREAS, the Highways Division must maintain a sufficient  
28 fund balance in the State Highway Fund for cash flow purposes to  
29 provide advance funding for the federal-aid reimbursement  
30 program; and  
31

H.C.R. NO. \_\_\_\_\_

1 WHEREAS, the last increase in the state liquid fuel tax,  
2 state motor vehicle registration fee, and the state vehicle  
3 weight tax and the establishment of the rental motor vehicle and  
4 tour vehicle surcharge tax occurred in 1991 under Act 263,  
5 Session Laws of Hawaii 1991; now, therefore,  
6

7 BE IT RESOLVED by the House of Representatives of the  
8 Twenty-First Legislature of the State of Hawaii, Regular Session  
9 of 2001, the Senate concurring, that the Department of  
10 Transportation is requested to convene a Task Force to review  
11 the fiscal needs of the State Highway Fund relative to its  
12 ability to meet planned operating and capital improvement  
13 expenditure requirements; and to develop a revenue plan that  
14 will maintain the solvency of the fund through the six-year  
15 planning period in an efficient and equitable manner; and  
16

17 BE IT FURTHER RESOLVED that the Task Force is requested to  
18 report its findings and recommendations to the Legislature  
19 twenty days before the convening of the Regular Session of 2001;  
20 and  
21

22 BE IT FURTHER RESOLVED that certified copies of this  
23 Concurrent Resolution be transmitted to the Director of  
24 Transportation, the President of the Hawaii Automotive Retail  
25 Gasoline Dealers Association, the Chair of OMPO's Citizen  
26 Advisory Commission, the Managing Director of the Hawaii  
27 Transportation Association, the Executive Director of the Tax  
28 Foundation of Hawaii, the Vice-President and Chief Economist of  
29 the Bank of Hawaii, the President of the Chamber of Commerce of  
30 Hawaii, the Executive Director of the Construction Industry  
31 Legislative Organization, the Director of the Construction  
32 Industry Legislative Organization, the House of Representatives,  
33 the Director of Finance, the Director of Taxation, and the  
34 Director of Business, Economic Development, and Tourism.  
35  
36  
37  
38

OFFERED BY: \_\_\_\_\_



S.C.R. NO. \_\_\_\_\_

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## SENATE CONCURRENT RESOLUTION

---

CALLING FOR A TASK FORCE AND REQUESTING A STUDY TO REVIEW THE  
FISCAL NEEDS OF THE STATE HIGHWAY FUND AND REPORT ON  
DEVELOPING A REVENUE PLAN FOR THE HIGHWAYS DIVISION.

1 WHEREAS, the Highways Division of the Department of  
2 Transportation, Highways Division will have transferred  
3 approximately \$99,000,000 from the State Highway Fund to the  
4 General Fund from fiscal year 1995-1996 to fiscal year 1998-  
5 1999; and

6  
7 WHEREAS, the Highways Division has lengthened it's ten-year  
8 cycle road maintenance resurfacing program to a thirteen-year  
9 cycle program due to reductions in the maintenance program  
10 budget; and

11  
12 WHEREAS, state roads will continue to deteriorate and the  
13 costs to maintain state roads will increase due to the  
14 lengthening of the maintenance cycle; and

15  
16 WHEREAS, Hawaii's bridges are the second worst in the  
17 nation with fifty-one per cent of the bridges in the State of  
18 Hawaii in need of repair or replacement because they are either  
19 structurally deficient or functionally obsolete; and

20  
21 WHEREAS, with the federal Intermodal Surface Transportation  
22 Efficiency Act (ISTEA) and the new Transportation Efficiency Act  
23 (TEA 21) programs, there are more agencies competing for limited  
24 federal funds and the Highways Division is getting a smaller  
25 percentage of federal dollars than in previous years; and

26  
27 WHEREAS, the Highways Division must maintain a sufficient  
28 fund balance in the State Highway Fund for cash flow purposes to  
29 provide advance funding for the federal-aid reimbursement  
30 program; and  
31

S.C.R. NO. \_\_\_\_\_

1 WHEREAS, the last increase in the state liquid fuel tax,  
2 state motor vehicle registration fee, and the state vehicle  
3 weight tax and the establishment of the rental motor vehicle and  
4 tour vehicle surcharge tax occurred in 1991 under Act 263,  
5 Session Laws of Hawaii 1991; now, therefore,  
6

7 BE IT RESOLVED by the Senate of the Twenty-First  
8 Legislature of the State of Hawaii, Regular Session of 2001, the  
9 House of Representatives concurring, that the Department of  
10 Transportation is requested to convene a Task Force to review  
11 the fiscal needs of the State Highway Fund relative to its  
12 ability to meet planned operating and capital improvement  
13 expenditure requirements; and to develop a revenue plan that  
14 will maintain the solvency of the fund through the six-year  
15 planning period in an efficient and equitable manner; and  
16

17 BE IT FURTHER RESOLVED that the Task Force is requested to  
18 report its findings and recommendations to the Legislature  
19 twenty days before the convening of the Regular Session of 2001;  
20 and  
21

22 BE IT FURTHER RESOLVED that certified copies of this  
23 Concurrent Resolution be transmitted to the Director of  
24 Transportation, the President of the Hawaii Automotive Retail  
25 Gasoline Dealers Association, the Chair of OMPO's Citizen  
26 Advisory Commission, the Managing Director of the Hawaii  
27 Transportation Association, the Executive Director of the Tax  
28 Foundation of Hawaii, the Vice-President and Chief Economist of  
29 the Bank of Hawaii, the President of the Chamber of Commerce of  
30 Hawaii, the Executive Director of the Construction Industry  
31 Legislative Organization, the Director of the Construction  
32 Industry Legislative Organization, the Senate, the Director of  
33 Finance, the Director of Taxation, and the Director of Business,  
34 Economic Development, and Tourism.  
35  
36  
37  
38  
39

OFFERED BY: \_\_\_\_\_

# EXHIBIT D-3

REVISED: December 1, 2000

## JUSTIFICATION SHEET

DATE: November 20, 2000

DEPARTMENT: Transportation

TITLE: CONCURRENT RESOLUTION CALLING FOR A TASK FORCE AND REQUESTING A STUDY TO REVIEW THE FISCAL NEEDS OF THE STATE HIGHWAY FUND AND REPORT ON DEVELOPING A REVENUE PLAN FOR THE HIGHWAYS DIVISION.

PURPOSE: To authorize the Department of Transportation to convene a Task Force to review the fiscal needs of the state highway fund relative to its ability to meet planned operating and capital improvement expenditure requirements.

MEANS: To develop a revenue plan.

JUSTIFICATION: This resolution will allow the DOT to establish a Task Force to develop a revenue plan that will maintain the solvency of the state highway fund through the six-year planning period in a efficient and equitable manner.

Impact on the public: There will be no impact on the public for the work required by the task force.

Impact on the department: Staff time will be required to provide the task force with the Highways Division's revenues and expenditures, debt service, current and future projects, the federal-aid reimbursement program and other necessary information.

GENERAL FUND: None.

OTHER FUNDS: State Highway Fund.

PPBS PROGRAM  
DESTINATION: TRN 595

OTHER AFFECTED  
AGENCIES: Department of Budget and Finance.

EFFECTIVE DATE: July 1, 2001

# EXHIBIT D-4

REVISED: November 17, 2000

## LEGISLATIVE PROPOSALS AND RESOLUTIONS SUMMARY SHEET 21<sup>ST</sup> LEGISLATURE, REGULAR SESSION OF 2001

Department: Department of Budget & Finance

Date: October 3, 2000

CODE/RESOLUTION NO.	TITLE
BUF-01(01)	RELATING TO LAND COURT
BUF-02(01)	RELATING TO RECORDATION
BUF-03(01)	RELATING TO THE BOATING SPECIAL FUND
BUF-R1(01)	CONCURRENT RESOLUTION CONFIRMING THE USE OF THE HOMES REVOLVING FUND TO PROVIDE FOR THE STATE'S EQUITY CONTRIBUTION FOR THE PAWAA PROJECT.
BUF-R2(01)	CONCURRENT RESOLUTION CALLING FOR A TASK FORCE AND REQUESTING A STUDY TO REVIEW THE FISCAL NEEDS OF THE STATE HIGHWAY FUND AND REPORT ON DEVELOPING A REVENUE PLAN FOR THE HIGHWAYS



# EXHIBIT E

## EXECUTIVE CHAMBERS HONOLULU

BENJAMIN J. CAYETANO  
GOVERNOR

### STANDARD LANGUAGE FOR TESTIMONY

The following standard language may be utilized in developing testimony for various situations. If in doubt as to what your position should be, please call David J. Rodriguez at 586-0001 or Sam Callejo at 586-0005.

#### **SUPPORT** (Examples)

1. We support this (bill/resolution) provided that its passage does not replace or adversely impact priorities as indicated in our Executive Biennium Budget.
2. We support the intent of this bill inasmuch as no costs will be incurred upon its passage, which would adversely impact priorities as indicated in our Executive Biennium Budget.
3. We support the over-all concept of this bill as it includes initiatives supportive of our goals and objectives but we are concerned about the cost implications generated by this proposal.

#### **OPPOSE** (Examples)

1. We oppose this bill, as it will adversely impact our already limited resources during these difficult economic times. (Specify in what way in your testimony).
2. We oppose this bill as it includes recommendations, which are too costly. (Specify how much if information is available).
3. We oppose this bill as it is too costly and would create significant problems to implement. (Specify).



# EXHIBIT F-1

## EXECUTIVE CHAMBERS

HONOLULU

BENJAMIN J. CAYETANO  
GOVERNOR

November 22, 2000

The Honorable Calvin K. Y. Say, Speaker  
and Members of the House of Representatives  
Twenty-First State Legislature  
State Capitol, Room 431  
Honolulu, Hawaii 96813

Dear Mr. Speaker and Members of the House:

For your information and consideration, I am transmitting herewith sixty (60) copies of the Department of Transportation's Annual Report for fiscal year ending June 30, 1999.

With warmest personal regards,

Aloha,

BENJAMIN J. CAYETANO

Enclosures



# EXHIBIT F-2

**EXECUTIVE CHAMBERS**  
HONOLULU

BENJAMIN J. CAYETANO  
GOVERNOR

November 22, 2000

The Honorable Calvin K. Y. Say, Speaker  
and Members of the House of Representatives  
Twenty-First State Legislature  
State Capitol, Room 431  
Honolulu, Hawaii 96813

Dear Mr. Speaker and Members of the House:

For your information and consideration, I am transmitting herewith sixty (60) copies of the Department of Transportation's Annual Report for fiscal year ending June 30, 1999.

With warmest personal regards,

Aloha,

/s/

BENJAMIN J. CAYETANO

Enclosures

c: Governor's Office (Attn: Research)  
Lieutenant Governor's Office  
Legislative Reference Bureau (Attn: Frances Enos)  
Legislative Auditor  
Department of Budget and Finance



## EXHIBIT F-3

### EXECUTIVE CHAMBERS

HONOLULU

BENJAMIN J. CAYETANO  
GOVERNOR

November 22, 2000

The Honorable Robert Bunda, President  
and Members of the Senate  
Twenty-First State Legislature  
State Capitol, Room 003  
Honolulu, Hawaii 96813

Dear Mr. President and Members of the Senate:

For your information and consideration, I am transmitting herewith thirty (30) copies of the Department of Transportation's Annual Report for fiscal year ending June 30, 1999.

With warmest personal regards,

Aloha,

BENJAMIN J. CAYETANO

Enclosures





# EXHIBIT F-4

## EXECUTIVE CHAMBERS HONOLULU

BENJAMIN J. CAYETANO  
GOVERNOR

November 22, 2000

The Honorable Robert Bunda, President  
and Members of the Senate  
Twenty-First State Legislature  
State Capitol, Room 003  
Honolulu, Hawaii 96813

Dear Mr. President and Members of the Senate:

For your information and consideration, I am transmitting herewith thirty (30) copies of the Department of Transportation's Annual Report for fiscal year ending June 30, 1999.

With warmest personal regards,

Aloha,

/s/

BENJAMIN J. CAYETANO

Enclosures

c: Governor's Office (Attn: Research)  
Lieutenant Governor's Office  
Legislative Reference Bureau (Attn: Frances Enos)  
Legislative Auditor  
Department of Budget and Finance



# EXHIBIT G

## EXECUTIVE CHAMBERS HONOLULU

BENJAMIN J. CAYETANO  
GOVERNOR

September 11, 2000

TO: David J. Rodriguez  
Legislative Coordinator  
Office of the Governor

FROM: Raymond H. Sato  
Comptroller

SUBJECT: 2001 Legislative Coordinator

The following persons have been designated as the department's legislative coordinator and alternate:

Mary Pat Waterhouse, Deputy Comptroller – Coordinator

Telephone: (808) 586-0402  
Fax: (808) 586-0775  
E-mail address: mpw@exec.state.hi.us  
Pager/Cell: (808) 287-0073/479-4229

Gary Yamaoka, Business Management Officer – Alternate

Telephone: (808) 586-0696  
Telephone: (808) 586-0707  
E-mail address: gary\_k\_yamaoka@exec.state.hi.us  
Pager/Cell: (808) XXX-XXXX/XXX-XXXX

c: Budget and Finance  
Attorney General



# EXHIBIT H

## EXECUTIVE CHAMBERS HONOLULU

BENJAMIN J. CAYETANO  
GOVERNOR

### COMMENTS AND RECOMMENDATIONS ON BILLS PASSED

DEPARTMENT:

BILL NO. AND TITLE:

INTRODUCER:

BRIEF SUMMARY OF PURPOSE:

SUPPORTERS OF BILL: (Individuals and/or organizations)

THOSE OPPOSED TO BILL: (Individuals and/or organizations)

FINAL FLOOR VOTE: (Please indicate NO votes only)

House: (Representative(s) Names)

Senate: (Senator(s) Names)

COMMENTS:

RECOMMENDATION:

(Please indicate: Approval; Approval with concern; Veto; or No position or No comment)

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Director



# EXHIBIT I-1

## EXECUTIVE CHAMBERS HONOLULU

BENJAMIN J. CAYETANO  
GOVERNOR

Department: \_\_\_\_\_

### Comments and Recommendations on Resolutions Adopted And Other Studies Requested

21<sup>ST</sup> Legislature, Regular Session of 2001

RESOLUTION NO. AND TITLE/PROVISO NO. OR ACT NO.	PRODUCT OR SUMMARY	DUE DATE	FUNDING REQUIRED	RECOMMENDATION



# EXHIBIT I-2

## EXECUTIVE CHAMBERS HONOLULU

BENJAMIN J. CAYETANO  
GOVERNOR

Department: Department of the Attorney General

### COMMENTS AND RECOMMENDATIONS on RESOLUTIONS ADOPTED and OTHER STUDIES REQUESTED

21<sup>st</sup> Legislature, Regular Session of 2001

RESOLUTION NO. AND TITLE PROVISO NO. OR ACT NO.	PRODUCT OR SUMMARY	DUE DATE	FUNDING REQUIRED	RECOMMENDATION
1. Act 127, § 5 (S.B. No. 2151, S.D.1, H.D.1, C.D.1), RELATING TO FIREARMS	Report of findings and recommendations to the Legislature for the reduction of violent firearm crime and the process to seize firearms from unqualified individuals.	20 days before convening of the 2001 and 2002 Regular Sessions.	Unknown.	Bill creates the "Violent Firearm Crime Coalition" in the Department of the Attorney General, without providing the funding. Coalition members only include one county prosecutor and one county police chief, although each county has its own procedures for seizing firearms. We will implement the Act to the extent reasonably possible within the fiscal and membership limitations.
2. Act 249, § 14 (S.B. No. 2486, S.D.2, H.D.2, C.D.1), RELATING TO TAXATION	Reports on Attorney General's enforcement of the Cigarette Stamp Tax, including expenses, fines, penalties collected, and forfeitures.	20 days before 2002 and 2003 Regular Sessions.	None.	Submit the reports. Information should be readily available and easily compiled.



# EXHIBIT I-3

## EXECUTIVE CHAMBERS

HONOLULU

BENJAMIN J. CAYETANO  
GOVERNOR

Department: Department of the Attorney General

### ANNUAL REPORTS

21<sup>st</sup> Legislature, Regular Session of 2001

SUBJECT/DESCRIPTION	PRODUCT OR SUMMARY	DUE DATE	NOTES
1. Section 7 of Act 100/99	A report addressing the department's goals, objectives and policies, and implementation plan with a timetable and the process to be used to measure the performance of its programs and services	20 days prior to convening	Annual Report
2. Section 712A-16(6), HRS	A report on the use of the Hawaii Omnibus Criminal Forfeiture Act during the past fiscal year (99-00)	20 days prior to convening	Annual Report
3. Section 36-77, HRS	A report of all claims for legislative relief for which the Attorney General has recommended denial.	20 days prior to convening	Annual Report

# EXHIBIT J

## CODE LETTERS ASSIGNED TO AGENCIES

- |     |     |  |
|-----|-----|--|
| 1.  | AGR | Department of Agriculture                                    |
| 2.  | AGS | Department of Accounting and General Services                |
| 3.  | ATG | Department of the Attorney General                           |
| 4.  | BED | Department of Business, Economic Development,<br>and Tourism |
| 5.  | BUF | Department of Budget and Finance                             |
| 6.  | CCA | Department of Commerce and Consumer Affairs                  |
| 7.  | DEF | Department of Defense  |
| 8.  | EDN | Department of Education                                      |
| 9.  | GOV | Office of the Governor                                       |
| 10. | HHL | Department of Hawaiian Home Lands                            |
| 11. | HMS | Department of Human Services                                 |
| 12. | HRD | Department of Human Resources Development                    |
| 13. | HTH | Department of Health   |
| 14. | LBR | Department of Labor and Industrial Relations                 |
| 15. | LIB | Office of Library Services                                   |
| 16. | LNR | Department of Land and Natural Resources                     |
| 17. | LTG | Office of the Lieutenant Governor                            |
| 18. | PSD | Department of Public Safety                                  |
| 19. | TAX | Department of Taxation                                       |
| 20. | TRN | Department of Transportation                                 |
| 21. | UOH | University of Hawaii   |



# EXHIBIT K-1

## EXECUTIVE CHAMBERS HONOLULU

BENJAMIN J. CAYETANO  
GOVERNOR

November 30, 2000

To: The Honorable Benjamin J. Cayetano  
Governor, State of Hawaii

Attention: David J. Rodriguez  
Legislative Coordinator, Office of the Governor

Through: Seiji F. Naya  
Director of Business, Economic Development, and Tourism

From: David W. Blane \*\*\*\*\* (Attached Agency) \*\*\*\*\*  
Director, Office of Planning

Subject: 2000 DBEDT Annual Report

Enclosed are two copies of the 2000 DBEDT Annual Report as required by Chapter 201-10, Hawaii Revised Statutes.

Also enclosed are transmittal letters to the Senate and House, which have been prepared for your signature. When these letters are returned to us, we will forward them to the respective offices with the report.

Enclosures





# EXHIBIT K-2

## EXECUTIVE CHAMBERS HONOLULU

BENJAMIN J. CAYETANO  
GOVERNOR

November 30, 2000

To: The Honorable Benjamin J. Cayetano  
Governor, State of Hawaii

Attention: David J. Rodriguez  
Legislative Coordinator, Office of the Governor

From: Seiji F. Naya  
Director of Business, Economic Development, and Tourism

Subject: 2000 DBEDT Annual Report

Enclosed are two copies of the 2000 DBEDT Annual Report as required by Chapter 201-10, Hawaii Revised Statutes.

Also enclosed are transmittal letters to the Senate and House, which have been prepared for your signature. When these letters are returned to us, we will forward them to the respective offices with the report.

Enclosures